

## **Subject: Upgrade to NextGen CM/ECF in 8<sup>th</sup> Circuit**

On Monday, December 19, 2016, the U.S. Court of Appeals for the Eighth Circuit will go live on Next Generation of CM/ECF (NextGen CM/ECF), the latest iteration of the national case management and electronic case filing system.

**If your PACER account was created after August 10, 2014 you already have an upgraded PACER account and no further action is required.**

**If you have already upgraded your PACER account for another court, you do not need to upgrade your PACER account again.**

To upgrade a legacy PACER account, we strongly recommend that you do Step #1 **as soon as possible** and Step #2 **on Monday, December 19, 2016.**

1. In NextGen CM/ECF, each person with an 8<sup>th</sup> Circuit Appellate ECF account must have an individual upgraded PACER account.
  - a. If you have an individual PACER account, please upgrade it as soon as possible.  
View instructions here:  
[http://ecf.ca8.uscourts.gov/cmecfDir/nextGen/upgrade\\_PACER\\_account.pdf](http://ecf.ca8.uscourts.gov/cmecfDir/nextGen/upgrade_PACER_account.pdf)
  - b. If your office has a shared PACER account, each person with an 8<sup>th</sup> Circuit Appellate ECF account must register for a new individual PACER account. For a new PACER account, view instructions here: [https://www.pacer.gov/reg\\_pacer.html](https://www.pacer.gov/reg_pacer.html).

If you don't know if you have an upgraded PACER account, contact PACER at 800-676-6856.

2. On Monday, December 19, 2016, log into your upgraded PACER account and link it to your 8<sup>th</sup> Circuit ECF account. View instructions here:  
<https://www.pacer.gov/nextgen/>  
Click on "*How do I link my old e-filing privileges to my upgraded PACER account in an appellate NextGen court?*" and follow the instructions.
3. Once you have completed steps #1 and #2, you will use your PACER account to e-file in the 8th Circuit.

**CM/ECF and PACER for 8<sup>th</sup> Circuit cases will be unavailable from Friday, December 16, 2016 at 5:00pm CT until Sunday, December 18, 2016 at 8:00 PM CT for the upgrade to NextGen CM/ECF.**

NextGen CM/ECF will have a new user interface for our public filers, which will be more modern and easy-to-use. For a preview of the new interface, see:  
<https://www.pacer.gov/ecfbt/cso/index.html>

If you have any questions please contact the PACER service center at 800-676-6856 or the clerk's office help desk at 314-244-2480.